

Locally Administered Projects: Administration & Finance



What is a Locally Administered Project?

- Any project funded by MaineDOT and managed by a city, town or other agency.
- MaineDOT guides the process and makes necessary approvals at key milestones.
- Federal / State requirements apply.



How are projects funded?

- Metropolitan Planning Organizations
 - Greater Bangor, Lewiston-Auburn, Greater Portland, southern York County
- MaineDOT Bicycle/Pedestrian Program
- Small Harbor Improvement Program



Why are you here?

- These may be local projects **BUT** ... strings are attached.
- You must meet requirements that come with the money.
- This training & the LPA Manual set out rules.



Role of Local Administrator

- Federal money: Person in charge must be a qualified **full-time** local public employee.
 - State money: Qualified employee or official
- Administrator oversees budget, schedule, contracting, and adherence to the rules.
- New employee with certification must be put in charge if original person leaves.
- Consultants **cannot** replace public employees as administrators.

Basic Requirements

- **Consultants:** Best qualified, **NOT** lowest price.
- **Construction:** Low bidder.
- **Design & construction:** Design standards, MaineDOT specifications and ADA apply.
- **Environmental laws apply**
(National Environmental Policy Act - NEPA).
- **Right-of-way:**
Just compensation based on fair market value.
- **Civil rights & labor laws apply** (Davis-Bacon)

What about the money?

- Reimbursement – NOT a grant up front.
- You incur expenses, submit invoices.
- MaineDOT may approve an invoice or ask for corrections.
- MaineDOT pays its share: ranges from 50% to 90%, based on funding source.



What's Reimbursable?

- Engineering
- Environmental work
- Right of Way
- Utility coordination
- Advertising and awarding the project
- Construction/Oversight



What's NOT Reimbursable?

- **Costs not meeting federal/state rules:**
 - ❖ Expenditures before Notice to Proceed.
 - ❖ Contracts signed without MaineDOT OK.
 - ❖ Property negotiations before NEPA complete.
 - ❖ Design costs – if project withdrawn

- **Administration:**
 - ❖ Doing paperwork
 - ❖ Attending meetings

- **Maintenance**



Invoices

- Must be submitted at least every **6 months**
- Fill out **Letter 4**, available online:
www.maine.gov/mdot/lpa/lpadocuments/
- **Attach the following:**
 - Worksheet found at the same web page;
 - Backup, including invoices and checks; and
 - **Progress Report.**

MaineDOT Costs

MaineDOT staff will **charge their time** to most projects for services such as:

- Design plan / contract document reviews
- Environmental review work (NEPA)
- Survey and right-of-way (state highways)
- Materials testing at MaineDOT labs
- Site visits / final inspection of project

How much?

Budget **12%-to-15%** for MaineDOT time.

Remember ...

- ❖ More time is charged to complicated projects than to straightforward ones.
- ❖ More time is charged to projects with issues than to projects that go smoothly.
- ❖ More time is charged if there are a lot of right-of-way impacts.

How long does everything take?



Project start-up

~ 2-3 months

- MaineDOT makes grant award.
- Parties sign project agreement.
- MaineDOT gives **Notice to Proceed**.
- “Kickoff” meeting held (Tier II certification.)

Pre-construction Work

Typically, 18 to 36 months (or longer)

- Hire consultant engineer or use municipal engineering staff.
- Develop design plans and project specifications.
- Identify project impacts & obtain permits.
- Coordinate work with utilities.
- Work with MaineDOT to carry out right-of-way process – after NEPA.



Advertise & Construction

After receiving **construction authorization**:

- Advertise for bids – at least **3 weeks**.
- Review bids – up to **30 days**.
- Award project to low bidder.
- Hold pre-construction meeting.
- Document & inspect construction work.
- Perform final inspection of completed project.
- Accept & close out project, keep records.



Stressed?

You have resources:

- ❖ **LPA Manual**

- Checklists
- Form Letters



- ❖ **Project Manager**

- ❖ **Other communities**

- ❖ **Consultants**

MaineDOT Website

- Local Project Administration Homepage:
www.maine.gov/mdot/lpa/
- Local Project Administration Manual:
www.maine.gov/mdot/lpa/manual/
- Documents needed for a project:
www.maine.gov/mdot/lpa/lpadocuments/

Certification Quiz

Link:

www.maine.gov/mdot/lpa/certification/

- Use manual and slides.
- Due by end of day **Wednesday, Nov. 16.**
- Passing score is **75%** (30/40).
- If you don't get an email within 1-2 days, **we may not have received your score.**
- Email Mike Laberge if you run into issues.

MaineDOT Contacts

- **Mike Laberge, Local Projects Coordinator**
(207) 624-3508 or Michael.Laberge@maine.gov

- **Project Managers:**
 - **Jerry Dostie:** Gerald.P.Dostie@maine.gov
 - **Aurele Gorneau:** Aurele.Gorneauii@maine.gov
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 - **Mackenzie Kersbergen:**
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 - **Dan Loring:** Daniel.M.Loring@maine.gov

- **Jennifer Paul, Construction Manager**
(207) 446-3316 or Jennifer.L.Paul@maine.gov

Remember:

- If you don't know – **ASK**
- Check in **regularly** with MaineDOT.
- Document ... Document ... Document

